



# LOS ANGELES COUNTY COMMISSION ON HIV

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## PRIORITIES AND PLANNING (P&P) COMMITTEE MEETING MINUTES

April 22, 2008

**Approved**  
**5/13/2008**

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/ CONSULTANTS
Jeff Goodman, <i>Co-Chair</i>	Mario Chavez	Jim Chud	Juhua Wu	Jane Nachazel
Kathy Watt, <i>Co-Chair</i>		Lisa Fisher		Glenda Pinney
Eric Daar		Miki Jackson		Craig Vincent-Jones
Douglas Frye		Ruel Nollobo		
Joanne Granai		Trip Oldfield		
Michael Green		Natalie Sanchez		
Bradley Land		Lambert Talley		
Anna Long		Tania Trillo		
Quentin O'Brien				

### CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Priorities and Planning (P&P) Committee Agenda, 4/22/2008
- 2) **Memorandum:** Guidelines for Nomination of Non-Commission Committee Members, 12/6/2006
- 3) **Policy/Procedure:** Non-Commissioner Committee Appointments, 1/11/2007
- 4) **Letter:** HALSA Request for Presentation to the Full Commission on Findings From Legal Services Outcomes Study, 3/7/2008
- 5) **Letter:** Response to HALSA, 3/19/2008
- 6) **PowerPoint:** Legal Services Presentation to the P&P Committee by HALSA, 4/22/2008
- 7) **Matrix:** YR 19 Priority- and Allocation-Setting Summary of Provider Assessment Surveys, 4/22/2008
- 8) **Matrix:** YR 17 Ryan White Part A/B Expenditures by Service Categories as of 2/29/2008, 4/22/2008
- 9) **Matrix:** YR 17 Ryan White Part A/B, and Other Funding Commitments by Service Categories as of 2/29/2008, 4/22/2008
- 10) **List:** Ryan White Part A/B Expenditures by Service Category Summary Key, 3/10/2008
- 11) **Memorandum:** Recommendations for the 2009 Comprehensive Care Plan, 4/22/2008

1. **CALL TO ORDER:** Mr. Goodman called the meeting to order at 12:45 pm.
2. **APPROVAL OF AGENDA:**  
**MOTION #1:** Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:** There were no meeting minutes.  
**MOTION #2:** Approve the Priorities and Planning (P&P) Committee Meeting minutes, as presented (*Postponed*).
4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
5. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
6. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.

7. **CO-CHAIRS' REPORT:**

- A. **Other Committee Members:** Mr. Vincent-Jones noted the Ordinance had been changed to allow non-Commissioners to be appointed by the Board directly to a committee. Terms are one year, Commissioners have to be the majority, and non-Commissioners cannot be Co-Chairs (except for the Joint Public Policy Committee). The Operations Committee has required each committee to identify appropriate criteria for membership before it could advance any nominations.
- It was agreed that staff would draft criteria, based on the discussion, with emphasis on the following: other streams of funding or service delivery, the public benefits system, the overall funding and services picture, and/or finance and micro-/macroeconomics.
- B. **Meeting Time:** The meeting time will revert to 1:30 to 4:30 pm., starting with the 5/13/2008 meeting.
- C. **May 13, 2008 Meeting:** The Committee was reminded of this additional meeting.

8. **YR 19 PRIORITY- AND ALLOCATION-SETTING:**

A. **Legal Services Update:**

- Mr. Oldfield, HIV/AIDS Legal Services Alliance (HALSA), presented preliminary findings from a study on legal service outcomes. HALSA's outcome study should be completed in June as part of its strategic planning process. Mr. Vincent-Jones reminded members to exercise caution on the subject since HALSA was the sole provider of the service in LA County. Mr. Oldfield noted that:
  - Over the last 15 years, end-of-life services had declined from 50% to 1% while economic well-being services increased.
  - Legal Services were divided into practice areas with 30% of clients receiving assistance in multiple areas.
  - The State Bar matched Ryan White funds for outreach, discrimination, public benefits and immigration services.
  - Services were triaged due to limited resources. HALSA received 6,834 requests for assistance, provided counsel and advice to 3,488 individuals and represented 487 individuals.
  - The California Bar Association conducted a broader legal aid study that found only 30% of counsel/advice need and 10% of direct representation need was being met.
- The Committee agreed to begin scheduling ongoing service category presentations, in collaboration with OAPP, at its regular meetings
- Staff was asked to develop a format and suggested topics for future presentations, including: unmet need, waiting lists, where people went if need not met, linkages with other services, barriers to accessing services, underutilization of services, outcomes achieved with Ryan White funding, and consequences of not allocating Ryan White funding.

B. **Provider Assessment Survey:**

- It was agreed that a work group would design a new survey in September. A more quantifiable survey, perhaps using Survey Monkey, would be easier to complete and evaluate. About 70 surveys were distributed with 10 returned.

C. **Contingency Funding Scenarios:**

- In light of the recent increase in Part A/B funding, the Committee voted to revise its "increased funding" contingency scenario for Year 19. The Committee agreed that spreading the increase proportionately across service categories may not best serve the continuum of care and may present an unnecessary administrative burden.
- The Committee also determined that it did not need to alter its "decreased funding" contingency scenario because spreading a reduction (to a certain point) across the service categories would minimize the impact of funding cuts.

**MOTION #3 (O'Brien/Land):** Eliminate the current YR 19 contingency plan for a 0-4.9% increases in funding, and revise to reflect the same contingency plan for an increase of 5% or more (reconvene to consider how to invest the additional funding). (*Passed by Consensus*).

D. **Funding Thresholds:** Dr. Green indicated that where standards of care call for certain requirements, the Commission should be allocating enough funds to meet those requirements. Mr. Vincent-Jones said another funding threshold question was at what level of funding is an allocation no longer relevant or practical

- It was agreed that the following individuals would comprise a work group to develop threshold-related suggestions for future Priority-and Allocation-Setting processes: Mr. Goodman, Dr. Green, Mr. Land, Dr. Long, Mr. O'Brien, Ms. Watt and Rich Matthias.

9. **FINANCIAL REPORTS:** Dr. Green reported that YR 17 Part A/B expenditures would be final by the end of May. MAI and NCC data would continue to change because they were on a different cycle. The first report from YR 18 will be available in May.



10. **COMMITTEE WORK PLAN UPDATE:** The item was postponed.
11. **2009 COMPREHENSIVE CARE PLAN:**
  - A. **Comprehensive Care Project Plan:**
    - Mr. Vincent-Jones presented a memorandum on the plan. He noted HRSA required plan submission by the end of December 2008. The draft conformed to HRSA's formatting suggestions.
    - It was intended for the final plan to be published, and serve as a companion to the prevention plan. In future years, perhaps, the Commission and the PPC could review both plans to determine how to consolidate them into a single publication
  - B. **Comprehensive Planning Training:** The item was postponed.
12. **DATA SUMMIT PLANNING:** Ms. Pinney reported there had been a meeting with the PCC the previous day. An all-day data conference was planned for November or December.
13. **SERVICE PROVIDER NETWORKS:** There was no report.
14. **GEOGRAPHIC ESTIMATE OF NEED REPORT:** The item was postponed.
15. **OTHER STREAMS OF FUNDING:** The item was postponed.
16. **STANDING SUBCOMMITTEES:** The item was postponed.
17. **NEXT STEPS:** The item was postponed.
18. **ANNOUNCEMENTS:** There were no announcements.
19. **ADJOURNMENT:** The meeting was adjourned at 3:25 pm.